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7 April 1964

MEMORANDUM FOR: SPA/AD/CR

SUBJECT : Indexes, Manuals and Forms

REFERENCE : Your memorandum of 9 March 1964,  
same subject

As requested, listed below are the several indexes and files controlled by the Document Division, with a brief description of contents and methodology.

CENTRAL TOP SECRET CONTROL:

Top Secret: This is the OCR collection of collateral Top Secret Documents corresponding to the Library documents classified Secret and below. The documents are received from all sources, and are filed by their TS control numbers. One copy of each document is kept indefinitely. Top Secret documents are indexed either in the Intelifax System or the IPL.

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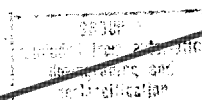
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SEATO, CENTO Collections: The   collection consists of the NATO Top Secret Documents. The SEATO and CENTO collections include Secret and Top Secret documents. All three types are filed by date within series. They are indexed in the IPL, and one copy of each document is kept indefinitely.

NIE, SNIE, NIS, Miscellaneous OSI and NPIC: The NIE and SNIE collections include Secret and Top Secret classifications. The NIS and miscellaneous OSI and NPIC reports are Top Secret only. All series are filed by their respective numbers. One copy of each is kept indefinitely. The NPIC documents are not indexed. The OSI, NIS, NIE, and SNIE's are indexed in the IPL.

NSCID, DCID: This collection contains the stock copies of intelligence directives, and the archival copies of superseded NSCID's and DCID's. They are filed by their number. They are not indexed.

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[ ] A collection of 37 documents which CTSC is held accountable. Thirteen documents from this collection are held in OSI because of their RD classification. The documents are filed by the series number. They are returned to the originator when no longer needed. Documents received in response to specific requests are not indexed; those received in the normal flow are indexed in the IPI.

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[ ] A collection of a Foreign Government's basic intelligence type material. Received sporadically via the DD/P, this material is filed by series designator. An IBM card is made for each item, and the English translation for the title of the document and the corresponding series punched into the card. The collection was Intellofaxed under broad subject categories. Current receipts are mostly updating materials. The collection will be kept indefinitely.

NSC Papers: Collection of most of the NSC papers issued from 1954 to date. Few have been issued since January, 1961, and the most recent receipts have been mostly revisions of the old. Maintained for reference purposes, but the collection is not indexed. Filed by paper number serially within a year.

State Guidelines: Broad statements of US Policy with respect to a given country, they bear a Secret security classification. They are received from State via the DDJ, and are filed by country. They are not indexed. Their retention is indefinite.

JCS Accountable TS Documents: These are TS documents, mostly operational in nature, which require a close accountability by the JCS. Used mostly by the War Plans group in DDP. Nineteen documents are now charged to the CTSC. The documents are held until superseded or no longer needed. Superseded issues are destroyed in accordance with regular TS procedures.

#### SPECIAL DISSEMINATION SECTION:

BD File: A log, dissemination, and cross reference file of teletypes received via the Criticom Net. The file is arranged in numerical sequence by the BD number, kept at Headquarters for approximately 6-8 weeks, and then retired to the Records Center for one year.

"In" File: A file of teletypes received over the CIA Net. The file is arranged in numerical sequence by the IN number, kept in headquarters for 6-8 weeks, and then retired to the Records Center for one year.

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**"Out" File:** A file of outgoing messages transmitted via the Special Channels. These are mostly administrative and operational in nature. The file is arranged in numerical sequence by the OUT number, kept at headquarters for 6-8 weeks and then retired to the Records Center for one year.

**CIA Z File:** A file of outgoing messages transmitted over staff channels. Mostly NPIC preliminaries. The file is maintained in numerical sequence by the Z number, kept in headquarters for 6-8 weeks and then retired to the Records Center for one year.

**CONTROL SECTION:**

**CIA In-Process File:** A file of CIA information reports arranged in numerical sequence by report number. This file is used to service requests placed on the Library for those CIA reports which are still in process. Documents are kept from 1-2 months and are then destroyed.

**D Card File:** Dissemination control cards. A collection of IBM cards filed by the document control number. The card contains the date of receipt of the document and its dissemination. The cards are filmed periodically for permanent retention.

**Central Regrading Index:** A card file reflecting changes in classification of specific CIA and non-CIA reports. Filed by series within source. Permanent retention.

**Dissemination Card File - Publications:** The dissemination record for publications. It is kept by document series as a record for security reasons as well as reference for issuances. Kept indefinitely.

**Kardex Card File:** The record card file for Standard Distribution items. The cards are arranged by title within source. The receipt and distribution of a given report are recorded on the card. Kept indefinitely.

**IPI SECTION:**

**IPI File:** Bound volumes of all IPI's since 1953.

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INDEXING SECTION:

Abbreviation File: Contains 30,000 3x5 cards. This file established in 1949 was supplanted by the TAG-3 dictionary in 1961. It is still used for reference purposes.

ISC File: Master file of all Intelligence Subject Codes since original issue in 1948. Filed by chapter changes or additions.

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Chief, Document Division

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